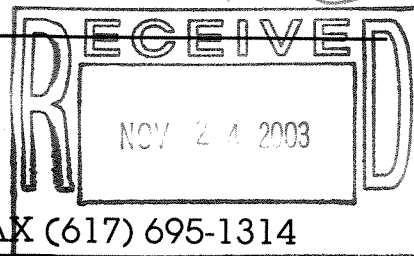


**Massachusetts
Municipal
Association**

Sixty Temple Place
Boston, Massachusetts 02111

(800) 882-1498

(617) 426-7272 FAX (617) 695-1314



November 19, 2003

Dear Local Official,

The Massachusetts Municipal Association Annual Business Meeting takes place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:00 to 11:50 a.m., Saturday, January 17, 2004, at the Sheraton Boston Hotel.

The following outlines voting procedures at the Annual Business Meeting. Each MMA member city, town, or county is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- the mayor of a member city;
- the chairman of the Board of Selectmen in a member town;
- the chairman of the County Commission in a member county.

If an official from one of these categories cannot attend, a councillor, selectman, manager, or county official from that same MMA member city, town, or county can vote in the person's place - but **only with written authorization** from the mayor, chairman of the Board of Selectmen, or chairman of the County Commission.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman; and (iii) in the case of a county, (A) the chairman of the County Commission, or (B) a county commissioner designated by such chairman, or some other county official designated in writing."

Eligible voters must pick up a single vote card in order to cast votes at the MMA Annual Business Meeting. The vote card is available at the MMA main registration booth; voting members are advised to obtain this card when they register for the MMA Annual Meeting and Trade Show.

Those officials who cannot attend the Annual Business Meeting, and who designate someone else to take their place, must send written authorization beforehand to the MMA, c/o Christine Hevelone, 60 Temple Place, Boston, MA 02111. Please remember to include your signature when filling out the enclosed form.

We hope to see you in January at Annual Meeting!

Sincerely,

Patricia A. Mikes
Communications & Membership Director

Enclosure

Massachusetts Municipal Association Annual Business Meeting

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, cannot attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I cannot attend the MMA Annual Business Meeting on
Saturday, January 17, 2004.

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Name _____

Title _____

Please Return To:
Christine Hevelone
MMA
60 Temple Place
Boston, MA 02111